



Hel Jon Michael B. Bitantos

(+63) 09231836764 | heljonmichaelbitantos@gmail.com | 31 years old |

Experience 9 years
Education Cavite State University
Bachelor's, Architecture (2012)
Nationality Filipino
Province Gen. Santos City

Experience

March 28, 2020 To Dec.
03,2020

IDEAL BUILDERS CORP.

Project - In - Charge

- Project monitoring Ensure timely delivery of materials on site
- Evaluating Sub-Contractor's Quotations and progress billing
- Ensure all itimes were delivered accurately and in accordance on the standard and technicalities
- Monitoring adherence of project timeline with the decided schedule plan
- Coordinate all drawing details for implementation
- Implement all government safety measures on site

July 08, 2019 To March
10,2020

MUNDO BUILDERS INC.

Project Architect

- Check all Architectural drawing details for Implementation
- Coordinating and Supervised Architectural Issues for implementation
- Ensuring the Quality of installations according to design
- Evaluating Sub-Contractor's Quotations and progress billing
- Monitoring and Weekly/Monthly Progress reports
- Submit look ahead activities and activities
- Ensuring materials quality and deliveries on time
- Estimate materials needed

April 28, 2017 To July 08,
2019

THAI SON BUILDER & DEVELOPER INC.

Architectural Coordinator

- Check all Architectural drawing details for Implementation
- Coordinating and Supervised Architectural Issues for implementation
- Ensuring the Quality of installations according to design
- Evaluating Sub-Contractor's Quotations and progress billing
- Monitoring and Weekly/Monthly Progress reports

June 2015 to Jan. 2017

EDSA Architects Planning - Supervise - Retail

Architectural Draftsmen / Project-In-Charge

- Designing Luxurious Residential houses, Commercials, Industrial bldgs. Etc.
- Coordinating and Supervised Architectural Issues for implementation
- Ensuring the Design quality
- Monitoring and Weekly/Monthly Progress reports

- Evaluating Sub-Contractor's Quotations and progress billing
 - Site's visit
- Sept. 2014 to May 2015
- ASYA DESIGN**
Project-In-Charge
- Preparing All drawings and Changes for implementation on site
 - Coordinating and Supervised Architectural Issues for implementation
 - Ensuring the Design quality
 - Monitoring and Weekly/Monthly Progress reports
 - Site's visit
 - Attend weekly meetings
- Nov. 2012 to Jan. 2014
- Asia Structural Developer Corp. (ASDC)**
Site/Office Draftsmen & Estimator
- Estimates Architectural for Bidding
 - Preparing As-Built plans
- June 2012 to Nov. 2012
- Aterrado design & Construction**
Junior Architect / Liaison
- Preparing all Drawings for Building Permit
 - Coordinating Municipal requirement's for Building Permit
 - Site Inspections

Skills

Intermediate	AUTOCADD (2d & 3d plan) Manual Drafting 3D Sketchup Pro Photoshop MS office Lumion
Driving	(4) Four Wheel Car (Manual & Automatic) (2) Two Wheel Motorcycle

Education

2007 – 2012	Cavite State University (Don Severino De Las Alas) Main Campus (Indang, Cavite) Bachelor's/College Degree in Architecture Philippines
2005 – 2006	General Emilio Aguinaldo High School (GEANHS) Imus, Cavite
1994 – 2000	West Elementary School General Santos City

Seminar Attended

Sept. 2009

BUBUHAYIN KO ANG DROWING KO

UAP Gallery, UAP Headquarters Scout Rallos st. Diliman, Quezon City

Dec. 2010

LANDSCAPE ARCHITECTURE

37TH National Architecture Week (NAW)

Character reference

09196037825

Engr. Marvin Yburan

09074043123

S.O. 02 Aime Ala

09995709996

Engr. Zy Ando